



**STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES**

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COMMISSIONER

**MEMORANDUM**

**TO:** Child Care Licensing Staff and Partners  
**CC:** All Licensed Family Child Care Homes

**FROM:** Lois Barrett Luke, Director of Child and Adult Care Licensing  
Christopher Bainbridge, Director of Codes Enforcement Division,  
Department of Commerce and Insurance

**DATE:** December 16, 2009

**RE:** **Fire Inspections of Family Child Care Homes**

**MEMORANDUM**

Effective March 1, 2010, the State Fire Marshal's Office in the Tennessee Department of Commerce and Insurance will be responsible for performing fire inspections on all Family Child Care Homes (FCCH) with licenses that have an expiration date of March 31, 2010 and after.

Beginning January 1, 2010, Licensing Program Evaluators (PE) will submit inspection requests to the State Fire Marshals' Office for licenses that expire March 31, 2010, and after.

Inspections will be performed by a Deputy State Fire Marshal assigned to your county.

Inspections will be unannounced and efforts will be made to perform the inspection well in advance of the license expiration.

There will be no new or additional fire safety requirements for currently licensed FCCHs that do not have any violations of the Fire Safety Inspection Report (Appendix F) in Tennessee Comprehensive Rules and Regulations 1240-04-04-.11 of the FCCH rules. They will continue to receive approval by the State Fire Marshal's Office provided there are no changes to the space used for child care, no additional children added to the license, no changes to the ages of children enrolled and served and no hazards exist.

The Fire Marshal will:

- inspect only the space indicated by your PE on the inspection request form as part of the FCCH used by children;
- discuss all hazards noted with the provider during the inspection;
- request that, when possible, corrections be made immediately;
- send a General Inspection Report to the PE and provider 7-10 days after the inspection via email, or mail, noting:
  - ♦ all violations;
  - ♦ need for re-inspection;
  - ♦ recommendation for licensure;
- re-inspect after *all* corrections are made, if necessary.

Program Evaluators will submit inspection requests to the State Fire Marshal's Office for all FCCHs that remain in the inquiry stage of licensing as of March 1, 2010.

A schedule is enclosed indicating dates, times and locations of informational meetings in each licensing region. The meetings will be held during January and February 2010.

Due to limited space and seating, we request that only the primary caregiver, or licensee, if different from the primary caregiver, attend the meetings.

Two (2) hours training credit will be given to primary caregivers for attendance at meetings.

Enclosure